THE STATE CLEARINGHOUSE SINGLE POINT OF CONTACT

We are the State Single Point of Contact for the receipt and review of federal grant applications, proposed federal and State development projects, and grant information. Annually, we coordinate the review of more than 1,100 projects submitted by individuals, organizations and government agencies.

Through the Maryland Intergovernmental Review and Coordination (MIRC) process, the State Clearinghouse has developed a reviewer network consisting of State, regional, county and local governments. With the advent of E-MIRC, we have increased the timeliness, efficiency and effectiveness of the project reviews that are processed through this network of State, regional, county and local reviewers. Project reviewers are now able to look at the projects and enter their comments, electronically, into the E-MIRC database. The electronic submission of comments cuts down on the turn-around time needed to conduct project reviews. Upon receipt of all review comments entered in the database on specific projects, Clearinghouse Review and Recommendations letters are then generated, electronically, and then forwarded to the applicants, the reviewing agencies, and the funding/approving authorities.

As the Single Point of Contact, the State Clearinghouse benefits Applicants because it:

- Provides a single point of contact for proposals to receive a comprehensive review.
- Ensures that the proposal is consistent with State, regional, and local plans and programs.
- Provides the opportunity to resolve any concerns or issues that arise during the review process.
- Eliminates unnecessary duplication of services and programs.

In addition, Reviewing agencies benefit because the Clearinghouse process:

- Identifies and addresses potential inconsistencies with agency plans, programs, and objectives.

MARYLAND STATE CLEARINGHOUSE FOR INTERGOVERNMENTAL ASSISTANCE

Maryland Department of Planning

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THE ELECTRONIC MARYLAND INTERGOVERNMENTAL REVIEW AND COORDINATION PROCESS (E-MIRC)

WHAT IS E-MIRC?

As Maryland moves toward a sustainable future, it is incumbent upon the State to have a process that encourages State, local and regional governments to work together to better serve the citizens of Maryland. E-MIRC was developed by the Maryland Department of Planning (MDP) in response to a need to provide a timesaving, cost effective, and efficient electronic tool that could improve the Clearinghouse intergovernmental review process. Through E-MIRC governmental entities are now able to electronically submit their views and comments on grant applications and proposals for federal and State financial assistance, projects for federal and State direct development, and pertinent planning activities requiring intergovernmental review. The electronic submittal of comments cuts down on the turn-a-round time for project reviews. Through E-MIRC State, local, and regional governmental agencies as stakeholders have the opportunity to share in moving Maryland toward a healthy, viable, and sustainable future.

E-MIRC grew out of MIRC, which is authorized by the Code of Maryland Regulations, sections 34.02.01.04-.06. The State Clearinghouse which maintains E-MIRC was created by Gubernatorial Executive Order 01.01.1983.17 and Presidential

Executive Orders 12372 and 12416 These Executive Orders established the State Clearinghouse as the Single Point of Contact for the receipt and review of federal and State grant applications, proposed federal and State development projects, and general grant information and technical assistance.

WHY E-MIRC?

- Quick and easy data entry
- Multi-tiered query capabilities
- Computer generated correspondence
- Online submission of intergovernmental review comments
- Fast and simple data retrieval.

HOW DOES E-MIRC SUPPORT SMART GROWTH?

- Facilitates the review of plans and projects to ensure that they are consistent with State Smart Growth policies and objectives, before project implementation.

- The submittal of detailed review materials allows reviewing entities to analyze and comment on the suitability and viability of development projects in regard to location, purpose, and cost, before project implementation.

- Gives the ability to determine whether a State or federal development project is in a Priority Funding Area (PFA).

- Assists the applicant in receiving approval for financial assistance if their project is located in the PFA.

- Allows the opportunity to inform the project applicant, early on, that, if the

project is not located in a PFA, they may not be eligible for State funds.

- Assist in resolving conflicts with Smart Growth policies before project or Plan implementation.

- Educates and encourages participation in guiding well planned, cost effective development based on sound, Smart Growth principles.

WHEN TO SUBMIT A PROJECT

Whenever an applicant submits an application, or substantially modifies or amends an application, for federal or State financial assistance, direct federal development, and for certain planning activities, the Clearinghouse should be notified and provided a complete copy(ies) of the project material(s) either though hard copies, on CD's or via e-mail in PDF format, at the earliest feasible time.

STEPS IN SUBMITTING A PROJECT TO THE STATE CLEARINGHOUSE FOR E-MIRC

1. Contact the Clearinghouse to see whether a proposed action requires intergovernmental review and how many copies are needed.

2. Provide the Clearinghouse with at least the following information, as applicable:

    a. Grant application summary or cover form, such as the Federal 424;

    b. Type, purpose, scope, explanation, and justification of proposal;

    c. Area to be served;

d. Budget and funding sources;

e. Staffing;

f. Location (vicinity map) and

g. Catalog of Federal Domestic Assistance program number and title.

3. Receive a State Application Identifier (SAI) number after materials are submitted.

OVERALL E-MIRC BENEFITS

E-MIRC is beneficial in ensuring that Clearinghouse project reviews are done cost-effectively, timely, and efficiently. Our goal is to help make sure that limited public funds are used prudently and effectively throughout the State.

The benefits of E-MIRC are:

1. Facilitates the review of plans and projects to ensure that they are consistent with State, regional and local plans, programs and objectives;

2. Assures the applicant that by complying, their project materials will be made available to the appropriate governmental agencies which may have an interest in the proposed project;

3. Assists the applicant in receiving approval for financial assistance;

4. Eliminates duplication of effort since requests for comments are from a single source;

5. Resolves conflicts and concerns between reviewing agencies and the applicant before project or Plan implementation;

6. Addresses inconsistencies between State, regional and local plans, policies and objectives;

7. Encourages communication and cooperation among the various governmental agencies and

8. Stimulates and enhance service delivery to Maryland citizens.